



Please insert here at least one **PHOTO** of your traineeship stay abroad! Preferred motives are photos of your accommodation, of your work place, of being at work. Attention! Due to legal considerations we kindly ask you to send us only photos that have been taken by yourself!

## STUDENT DETAILS

University department / faculty: **Department of Social Sciences**  
Field of study: **M.A. International Social Sciences**  
Home university: **Theologische Hochschule Friedensau**  
Nationality: **Ghanaian**  
Duration of traineeship (from ...to...): **May 1st, 2021 - July 31st, 2021**

## TRAINEESHIP INSTITUTION

Country: **London, United Kingdom**  
Name of traineeship institution: **African Foundation for Development**  
Web page: **afford-uk.org**  
Address: **Rich Mix Building  
35-47 Bethnal Green Road  
Shoreditch  
London E1 6LA**  
Contact person: **Richard Leigh**  
Telephone / E-Mail: **richard@afford-uk.org**

## EXPERIENCE REPORT (approx. 3 pages + more photos if applicable)

### 1) Traineeship institution

*Please give a brief description of your host traineeship institution.*

The name of the practical training institution is African Foundation for Development (AFFORD), and is located in London in the United Kingdom (UK) and has a sister organization in Sierra Leone with another office in Belgium, Europe.

AFFORD was established in 1994, and its mission is to expand and enhance the contributions the diaspora makes towards the development of Africa. The ideological view of AFFORD is to engage African diaspora investors, volunteers, entrepreneurs, country partners and local entrepreneurs to create a decent job to reduce and eradicate the high rate of unemployment in Africa. These diaspora investors have developed innovative skills and ideas of establishing businesses, empowering people through capacity building and supporting Small and Medium Enterprises (SMEs) to growth in their home countries.

The organization strives to direct international policies to deal with the problems and challenges faced by Africa in terms of poverty and underdevelopment. AFFORD aim to raise awareness and understanding of socio-economic issues of Africa to the European Union (EU), United Nations (UN), African Union (AU), and African governments through an international forum such as the Global Forum on Migration and Development (GFMD).

AFFORD is made up of five staff members, seven consultants, four volunteer and two interns during my traineeship period. AFFORD is a team based organization that work with a common goal and interest of

promoting the contributions Africans in the diaspora make towards economic growth and social development of Africa. They are less hierarchical and work together to achieve set targets. Although, they have the executive director and the deputy at top but allow the role of leadership to be performed by all team members where necessary.

All the activities on the ground running under the AFFORD Business Centre (ABC), the main focal area that integrates all the other programs of AFFORD and drives the job creation plan. The program was initiated in Benin and completed last year, and it will continue again this year. In terms of specific countries, the program will be in Senegal, Ghana, Nigeria, and Benin over the next four years. The SDC will support the program.

The work of the ABC program is based on five pillars. The first pillar is focus on creating of decent jobs, the second pillar is around capacity building, the third pillar is base on research and policy, the fourth pillar is on the area of work where AFFORD look at their innovative product for diaspora investment which could be financial or skills. the final pillar is focus on supporting or strengthening the work of AFFORD and their partners and the way they work together.

## **2) Searching for a traineeship**

*How did you find your traineeship? Are there any recommendable links or other helpful tips you would like to share?*

I found AFFORD through a relative while I was searching for an organization to do my internship. I aimed of doing my traineeship somewhere in Europe, the UK to be precise. I started searching through various organizations who are into humanitarian aid and development within the UK and came across Bond, UK Aid and so on until AFFORD was introduced to me finally by a relative.

I always use Google search for my findings. Before looking for an organization for traineeship, you must check whether the organization is in line with your career path and field of study which could help you to develop and improve skills and knowledge of that particular field.

## **3) Preparation**

*How did you prepare for your traineeship in terms of language, intercultural, professional and organisational aspects? Are there any recommendable links or other helpful tips you would like to share?*

In terms of language, I speak and also study in English so I was good to go without any challenge or language barrier with regards to my interaction with the organization. I also received support from Erasmusplusols to improve and develop on my communication skills. I had the opportunity to assess the level of my English language in terms of grammar, vocabulary, reading and listening comprehension.

I have had the opportunity to travel to the UK and experienced their culture not entirely and was able to relate well with them on several occasions. So during this period I was already familiarised with their human relations and interpersonal communication skills, food, and how they portray their country and culture to the other parts of the world.

Due to my previous organizational work experience and knowledge in office tools, it aided me to prepare and look forward to perform well in my traineeship. I had also developed strong work ethics, human relations, and a good attitude towards work in my previous work and current studies which enable me to prepare well to meet AFFORD the traineeship. Although, I was looking forward to improve on these skills through the traineeship.

I would suggest students with Erasmus support should grab this opportunity to improve and enhance their level of languages through the Online Linguistic Support (OLS).

## **4) Accommodation**

*How did you find your accommodation? Are there any recommendable links or other helpful tips you would like to share?*

I was assisted by a relative to find an accommodation. I was introduced to the owner of the house by my relative to acquire a room for a short stay for my traineeship and it wasn't formalised.

The only idea I had in mind was to search for the accommodation through Google search if I hadn't gotten the support from my relative.

## **5) Traineeship**

*Please describe the tasks and / or the projects carried out during your traineeship. In which way were you mentored and integrated? How were the working conditions? Did you have especially positive or negative experiences?*

The organization provided me with an internship email account and added me to their Microsoft platform, which integrates all the staff and volunteers within the organization.

I got the most out of my time with AFFORD during my internship period. I performed several duties and activities that have developed my knowledge and skills. Some of the activities I undertook during my practical training include administrative functions such as:

I organized and participated in meetings through Microsoft teams. I compiled the list of people that would participate in the meeting including their emails. Arranged teams meeting in calendar according to agreed times and share to all the participants through their emails.

I reviewed AFFORD intern/volunteer agreement form, intern bio data form and General resources and readings word documents with track changes and comments.

I created hyperlinks to connect to websites and sources of information. AFFORD have created a folder containing relevant websites for readings, research and updates. I created hyperlinks on articles which were added to the existing websites in the AFFORD folder.

I performed research activities such as finding data on remittance inflows of all African countries in 2019 and 2020. I searched for information on potential partners to work with AFFORD.

I prepared meeting minutes to recap on action that needs to be undertaken and keep records and information of various meetings. I took notes on key points during the meetings I participated in and submit the notes for an internal review by AFFORD participants. Amended the reviewed minutes and send it to the other participants for a second review. Finalized the minutes and share with all the participants for future reference and update.

Regular meetings with my supervisor aided me in the completion of numerous tasks. Regarding activities plan and achievable tasks, my supervisor prioritized tasks and provided the needed resources to perform such duties to achieve set goals or targets. I was introduced to several staff that oriented me over their areas of works and where my interest will have laid. I mostly performed my duties independently with a bit of supervision and worked as part of a team to meet set targets.

I experienced some few bad internet connection during my traineeship which sometimes affected my participation in e-meetings and office communications through emails. There wasn't any critical situation or circumstance that I encountered.

## **6) Acquired qualifications**

*Which qualifications and skills could you acquire or improve during your traineeship?*

The traineeship has helped in improving my communication and presentation skills. I was given an opportunity to present a weekly report based on the previous activities I performed and the subsequent ones I was yet to do. I have gained experience in working as part of a team and also developed a strong working ethics and values.

It had also shaped my ideas and thoughts of working in an organization that strives to improve people's lives and affect positive changes in society.

## 7) Country-specific features

*Are there any specific traineeship regulations in the target country that affected you as an Erasmus trainee (e.g. France: housing allowance, convention de stage? If yes, which ones? Are there any recommendable links or other helpful tips you would like to share?*

No

## 8) Visa, residence and work permit (only for international students)

*Which prearrangements had to be made in terms of visa, residence and work permit? Are there any recommendable links or other helpful tips you would like to share?*

For my case, I was having a visa before starting the whole traineeship process with the host and the receiving organization.

However, according to my knowledge in terms of visa application, the trainee has to first receive an agreement or acceptance letter from the receiving organization of which the trainee wants to do the traineeship.

The trainee should gather all the documents that prove evidence of study from the trainee's institution including the traineeship document.

The trainee should provide evidence of funds to support the traineeship in terms of travel, accommodation, and all other costs involved.

The trainee should check the country of the receiving organization whether the trainee needs a visa to travel or not.

The trainee must have a valid travel passport and residence permit that is at least six months to the time of expiration.

These are some of the helpful tips I know about visa application requirements and it varies from country to country.

## 9) Other

*Is there anything else you want to let other students know?*

Yes, the traineeship is a very nice program that prepares students to improve and develop their career plans and shape them to perform well in their future adventures.

I would like to urge other students to prepare and plan their traineeship with a reputable organization in line with their career path or field of study to acquire new skills and knowledge. Successful traineeships lead to job offers and also enable students to demonstrate key skills and qualities to their future employers.

## 10) Conclusion

*What is the conclusion drawn after your traineeship experience abroad?*

I got the most out of my time with AFFORD during my internship period. AFFORD is a reputable organization that coordinates Diaspora investors, volunteers, corporate entities and local entrepreneurs to improve and support socio-economic growth and the development of Africa. It's also an organization that enhances and supports career development in the field of migration, development and humanitarian aid. Finally, AFFORD shapes and prepares young interns/volunteers to demonstrate their skills and knowledge to their future employers.

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## Declaration of consent

I hereby agree to the publication of this report on the website of the Leonardo Office Saxony-Anhalt.

I assure that the photos used in this report do not violate the rights of other persons or companies (personal rights, copyrights etc.).

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Acceptable file formats: [.doc], [.docx], [.rtf], [.odt].